

**Instructions for Completing
DIRECTOR'S MONTHLY
SPECIAL EDUCATION OPTIONS BY PRIMARY AND SECONDARY
AVERAGE DAILY MEMBERSHIP**

REPORT DUE DATES:

**1ST MONTH-OCTOBER 31, 2ND MONTH-NOVEMBER 30, 3RD MONTH-DECEMBER 31,
4TH MONTH-JANUARY 31, 5TH MONTH-FEBRUARY 28, 6TH MONTH-MARCH 31,
7TH MONTH-APRIL 30, 8TH MONTH-MAY 31, 9TH MONTH-JUNE 30**

**REVISIONS FOR MONTHS 1 THROUGH 3 MUST BE SUBMITTED BY JANUARY 15
REVISIONS FOR MONTHS 4 THROUGH 7 MUST BE SUBMITTED BY MAY 15**

- All membership reports should be **district level** for each reporting period.
- **Report Period** - The number of the Report Period, e.g. *F1*.
- This report should include all special education students (ages 0-21) served by your school district.
- **NOTE:** This report should be completed using the D & A Census program which will provide a complete history of special education services by option for students.
- **This is the only report that should include pre-kindergarten students.**
- Calculate **Primary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Primary Option, for the report period and divide by the report days for the specified report period. This student will be **1 Primary Option ADM**. **If a student changes options during a report period, the portion of ADM must be reflected in each option during the report period.**
- Calculate **Secondary Option ADM** by totaling the number of Days Enrolled, in which the student was enrolled in a Special Education Secondary Option, for the report period and divide by the report days for the specified report period. This student will be **1 Secondary Option ADM**. **If a student changes options during a report period, the portion of ADM must be reflected in each option during the report period.**
- **Services provided students from a private school or institution:**

The LEA providing the special education services will be credited.
The LEA must maintain a daily attendance record on these students.
- **Services provided to a student from another public school or school district:**

The student's attendance should be kept at the home school and reported by the home school.
- **Refer to the Student Membership and Attendance Accountability Manual for further definitions and general reporting requirements.**

The contact person for this report is **Deborah Thomas**; she may be reached at **(615) 741-3035** or emailed at **debbie.thomas@state.tn.us**